

Virginia Information  
Technologies Agency

# Audio Conferencing Service

What business secret  
do these people  
know?



Virginia Information Technologies Agency  
Audio Conferencing Service  
110 South 7th Street  
Richmond, VA 23219  
audioconf@vita.virginia.gov

Put VITA's audio conferencing  
services to work for you.

Clip this card and keep it  
close to your phone. It will  
come in handy the next time  
you need to arrange a  
conference call.

**VITA**  
Audio  
Conferencing  
Service

For audio conferencing information: (804) 371-5574

**Pat Jeffries**

Audio Conferencing Supervisor

**Larry Chalkley, Brian Shelton**

Bridge Operators

e-mail reservations to: [audioconf@vita.virginia.gov](mailto:audioconf@vita.virginia.gov)

fax  
(804) 371-5556



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## Why use audio conferencing?

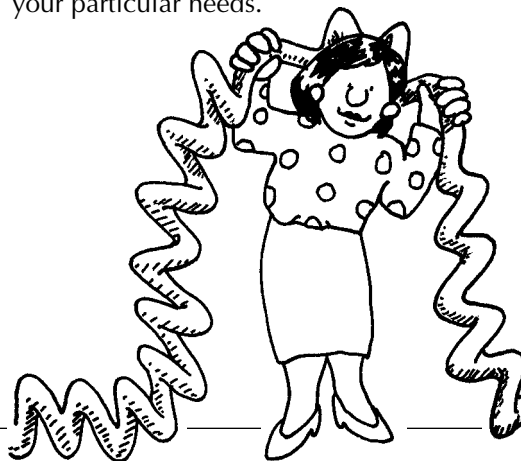
Audio conferencing is a business tool of the future that you can use today. In essence, it's a sophisticated telephone call.

A phone meeting is often the perfect choice for many types of business activities because it's fast, convenient, timely and inexpensive.

Instead of juggling schedules and people when you need to hold a meeting, you can use audio conferencing to communicate with people around the city, state or country, without leaving the office.

By using audio conferencing, you can save the expenses and "downtime" associated with travel for traditional meetings.

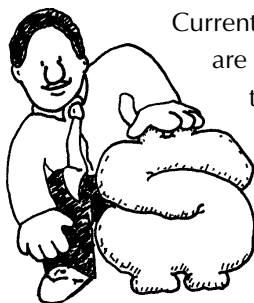
Audio conferencing is very flexible. There are a variety of ways to tailor your conference to fit your particular needs.



## Why use VITA?

The Virginia Information Technologies Agency's audio conferencing service provides government with this state-of-the-art alternative to the traditional face-to-face meeting.

VITA's audio conferencing service uses electronic teleconferencing bridges that provide the superior quality needed for conference calls using more than three lines.



Current VITA audio conferencing charges are an average of **40 percent less** than other commercial conference calling services. When you factor in the travel and personnel costs you avoid, that can mean big savings for your agency.

You will receive personal attention from VITA's audio conferencing staff – people who take a special interest in your call. Instead of explaining your needs to a different operator each time you plan a meeting, you'll deal with a familiar contact responsible for your audio conferencing needs.

Phone meetings scheduled by VITA are easy to arrange and offer great format flexibility. Here is just a sampling of the available features:

## Special features

- "800" service – Participants can call a toll-free number to join your phone meeting.
- Subconferencing – Split participants into groups for "break out" sessions, then reconvene with the whole group.
- Conference recording – VITA can record your audio conference.
- Other special features – Passcode conferencing, voting, polling. Call for details.
- Speakerphones – Equipment is available for you to borrow on a limited basis.

**For information and reservations, call VITA's audio conferencing staff at (804) 371-5574, or send e-mail to: [audioconf@vita.virginia.gov](mailto:audioconf@vita.virginia.gov)**

